



**Vacancy Announcement**  
**United States Court of Appeals, Fifth Circuit**  
**Office of the Clerk**

<b>Position:</b>	<b>Budget and Financial Specialist</b>		
<b>Starting Salary:</b>	<b>CL 26 (\$38,508 - \$62,636</b> depending upon qualifications and experience)		
<b>Posting Date:</b>	<b>May 21, 2007</b>	<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Announcement #:</b>	<b>5-2007</b>		

**DUTIES:**

Aids in the safekeeping, depositing, accounting and reporting of the monies received and will assist the Budget Analyst with developing and justifying budget requirements and executing approved budgets. Also responsible for procuring automated supplies, automated equipment, miscellaneous services and furnishings and ensuring procurement practices are in compliance with established policies.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- High school diploma
- Six years progressively responsible government procurement experience at or equivalent to the CL 25 level
- Computer literacy with working knowledge of Excel and WordPerfect
- Sound judgment with strict adherence to procedural requirements
- Fast and accurate typing and data entry
- Excellent organizational and written communication skills with demonstrated ability to plan, organize, and prioritize a large quantity of work in an effective and timely manner
- Excellent oral and interpersonal communication skills with demonstrated ability to communicate effectively with individuals and groups with varying experience and backgrounds
- Ability to work as a team member to achieve a common goal
- Demonstrated ability to facilitate, mediate and negotiate complex issues with discretion, confidentiality and a meticulous attention to detail
- Orientation to customer service
- Ability to regularly lift boxes and move furniture and equipment

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- U.S. Courts Contracting Officers Certification
- U.S. Courts Appropriations Law/Certifying Officers Certification
- FAS4T (Financial Accounting System for Tomorrow) Certification
- WordPerfect, Excel and Windows proficiency
- 2 years government budget oversight and execution experience

**Application Process:**

Interested applicants must submit a cover letter indicating the position applied for and the attached form AO 78, Application For Judicial Branch Federal Employment to the address listed below. Additional information can be found on the Fifth Circuit website, [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov).

U.S. Court of Appeals, Fifth Circuit  
Personnel Department - Announcement #5-2007  
600 S. Maestri Place  
New Orleans, LA 70130

Qualified applicants chosen for consideration are subject to applicable skill testing that may include, but is not limited to: writing, spelling, grammar, WordPerfect, Excel, data entry, basic math, petty cash and bank reconciliation.

**Benefits:**

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

13 days paid vacation per year for the first three years of employment

20 days paid vacation per year after three years of employment

26 days paid vacation per year after 15 years of employment

13 days paid sick leave per year

10 paid Federal holidays per year (plus Mardi Gras)

Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)

Optional participation in the Federal Health Insurance Program (with a wide choice of plans)

Participation in pretax flexible spending account programs

Voluntary participation in life, long-term disability and long-term care insurance programs

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration.

**Information:**

The Fifth Circuit is an Equal Opportunity Employer. This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case by case basis.

Funds are not available to support travel or relocation expenses.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position. Qualified applicants are subject to testing for relevant skills. When applicable, applicants are selected for interviews based on test scores.

The successful candidate will be offered employment based on a satisfactory background check and investigation. High sensitive and positions with financial responsibilities are also subject to credit checks. Employees serve under "Excepted Appointments" and are considered "at will" employees. All information provided by applicants is subject to verification and background investigation. Any false statements or omissions of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

## APPLICATION FOR JUDICIAL BRANCH FEDERAL EMPLOYMENT

**POSITION APPLIED FOR :** \_\_\_\_\_ (a separate application must be submitted for each position)

1. Name Last, First, Middle Initial Mr. Miss. Mrs. Ms. 2. Phone Number 3. Social Security Number

4. Present Address

5. Place of Birth

6. Other Names Previously Used for Employment Purposes

7. Date of Birth

City

State

Foreign Country

## GENERAL

8. Are you a U.S. YES ☐ NO ☐ — Give the Country of your citizenship \_\_\_\_\_

9. a. Were you ever a Federal civilian employee? YES ☐ ☐ — For highest civilian grade give: \_\_\_\_\_ / \_\_\_\_\_  
series grade

b. Are you receiving a Federal annuity payment? YES ☐ N ☐

10. Do you have any relatives that are Judges, Officers or employees of the United States Courts? If so, give their names, positions, and relationships to you. YES ☐ NO ☐

11. Have you ever been discharged from a position or asked to resign under the threat of discharge? YES ☐ N ☐ If yes, explain under Remarks at the end of this form.

12. Have you ever been convicted? YES ☐ NO ☐ (You may omit: (1) offenses committed before your 18<sup>th</sup> birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$100 or less) If yes, explain under Remarks at the end of this form.

## EDUCATION

13. a. Do you have a high school diploma or G.E.D. equivalent? YES ☐ NO ☐ If yes, Date of Completion \_\_\_\_\_

b. Name and location of colleges or universities attended (including law schools)	Dates Attended		Number of Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
	Quarter	Semester	Quarter	Semester			
Chief Undergraduate Subjects	Credit Hours		Chief Undergraduate Subjects			Credit Hours	
	Quarter	Seme				Quarte	

c. **Computer or special skills**, accomplishments, awards, or honors (Specify)

d. Other schools or training such as trade, vocational, Armed Forces, or business. Give for each: Name and location of school, dates attended, subject studied, certificates, and any other pertinent data.

## MILITARY SERVICE

14. a. Have you ever served on active duty with the military? YES ☐ NO ☐ If yes, attach a copy of DD 214, Notice of Separation.

b. Are you retired from military service? YES ☐ NO ☐

## APPLICANTS FOR LEGAL POSITIONS

15. a. Are you admitted to the Bar? YES ☐ NO ☐ If yes, list the Bar(s) to which admitted and dates of admission:

Is your Bar membership ☐ Active ☐ Inactive

b. Did you attend a Bar review course? YES ☐ NO ☐ List type of course:

Dates Attending: From:

To

**WORK EXPERIENCE**

Including experience while in military service.

(Start with your present position and work back 10 years. Use additional page if necessary.)

**A**

Dates of Employment (month, day, year) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level  <i>(If in Federal Service)</i>	Place of Employment City _____	Kind of Business or Organization
			State or Country _____	
Name and Address of Employer <i>(firm, organization, etc.)</i>			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

**B**

Dates of Employment (month, day, year) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level  <i>(If in Federal Service)</i>	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer <i>(firm, organization, etc.)</i>			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

**REMARKS:** *(Use this space for continuation of answers. List the number of items being continued.)***APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED

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**CONTINUATION SHEET AO-78**

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level (If in Federal Service)	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer (firm, organization, etc.)			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level (If in Federal Service)	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer (firm, organization, etc.)			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level (If in Federal Service)	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer (firm, organization, etc.)			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				